

# AARON CUTLER MEMORIAL LIBRARY

## New Hampshire Public Library Annual Report Fiscal Year 2004

### Persons Directly Involved with Library

- a     **Chair, Board of Trustees** \_\_\_\_\_
- b     **Treasurer, Board of Trustees** \_\_\_\_\_
- c     **Librarian** \_\_\_\_\_

Click [here](#) for the Signature form. **Must** be signed and sent in by JUNE 1, 2005.

## Identification 1-14

- 1 Location \_\_\_\_\_
- 2 Legal Name of Library \_\_\_\_\_
- 3 Librarian's Name \_\_\_\_\_
- 3b Title \_\_\_\_\_
- 4 Date library legally established \_\_\_\_\_
- 5 Library Telephone Number \_\_\_\_\_
- 6 Library Fax Number \_\_\_\_\_
- 7 Internet Address \_\_\_\_\_
- 7b Library Director's e-Mail \_\_\_\_\_

### Physical Address

- 8a Number & Street (**DO NOT LIST P.O. BOX HERE**) \_\_\_\_\_
- City/State \_\_\_\_\_
- Zip Code \_\_\_\_\_
- + FOUR \_\_\_\_\_

### Mailing Address, **IF DIFFERENT**

- 8b Number & Street **OR** P.O. BOX \_\_\_\_\_
- City/State \_\_\_\_\_
- Zip Code \_\_\_\_\_
- + FOUR \_\_\_\_\_

- 9 Have your library's legal service area boundaries changed since last year? \_\_\_\_\_

- 9a What is the population category of your library's legal service area? \_\_\_\_\_

### 10 Library Cooperative (*Check all to which your library belongs*)

Baker River AV Center (BRAVC) \_\_\_\_\_

Bearcamp Video Cooperative (BVC) \_\_\_\_\_

Carroll County Library Cooperative (CCLC) \_\_\_\_\_

Connecticut River Library Cooperative (ConnRiver) \_\_\_\_\_

Hillstown Library Cooperative (HLC) \_\_\_\_\_

Librarians of the Upper Valley (LUV) \_\_\_\_\_

	Merri-Hill-Rock Cooperative (MHR)	<hr/>
	North Country Library Cooperative (NCLC)	<hr/>
	North Country Library Council (NCLIC)	<hr/>
	Nubanusit Library Association (NLA)	<hr/>
	Rochester Area Librarians (RALI)	<hr/>
	Suncook Interlibrary Cooperative (SILC)	<hr/>
	Seacoast Library Cooperative (SLC)	<hr/>
	Scrooge & Marley (SM)	<hr/>
	Urban Public Library Consortium (UPLC)	<hr/>
	WinnShare Library Cooperative (WinnShare)	<hr/>
	West of the Merrimack (WOTM)	<hr/>
11	This annual report is filed for the fiscal year commencing <u>mm/dd/yyyy</u> and ending <u>mm/dd/yyyy</u> .	<hr/>
12	Does your library contract with another library to receive ANY of your library services?	<hr/>
12b.	If <b>YES</b> , list the name(s) of the town(s) with which you contract.	<hr/>
13	Does your library contract with another town to provide ALL that town's library services?	<hr/>
13b.	If <b>YES</b> , list the name(s) of the library(ies) with which you contract.	<hr/>
14	Is your library a combined public and school library?	<hr/>

Service Hours 15-16

15 Report the time the Central Library opened and closed and the number of hours open to the public per day in a typical week last October (i.e., a week when the library was open its regularly scheduled hours, with no holidays).

Winter

Monday

Opening Time	
Closing Time	
Total hrs per day	

Tuesday

Opening Time	
Closing Time	
Total hrs per day	

Wednesday

Opening Time	
Closing Time	
Total hrs per day	

Thursday

Opening Time	
Closing Time	
Total hrs per day	

Friday

Opening Time	
Closing Time	
Total hrs per day	

Saturday

Opening Time	
Closing Time	
Total hrs per day	

Sunday

Opening Time	
Closing Time	
Total hrs per day	

Summer

Monday	Opening Time	
	Closing Time	
	Total hrs per day	
Tuesday	Opening Time	
	Closing Time	
	Total hrs per day	
Wednesday	Opening Time	
	Closing Time	
	Total hrs per day	
Thursday	Opening Time	
	Closing Time	
	Total hrs per day	
Friday	Opening Time	
	Closing Time	
	Total hrs per day	
Saturday	Opening Time	
	Closing Time	
	Total hrs per day	
Sunday	Opening Time	
	Closing Time	
	Total hrs per day	
16	<b>TOTAL</b> Scheduled Public Service Hours in a Typical Week Last <b>October</b> for All Service Outlets (i.e., central library, branches, and bookmobiles)	

**Service Outlets and Library Visits 17-20**

17a	Annual Library Visits	
17b	Did your library use an automated counter to collect the Annual Library Visits figure?	
18	Number of Bookmobiles	
19a	Number of Branch Libraries	
19b	List Branch Libraries	
	Name of Branch Library	
	Telephone	
	Street Address	
	City	
	Zip Code	
	+ FOUR	
19c	Internet address <b>if different</b> from the main library's	
20	Number of Other Service Outlets	

## Registered Borrowers 21-22

21	Number of <b>Resident</b> Borrower's Cards in Force as of Last Day of your reporting year.	<hr/>
22	<b>Non-resident</b> Borrower's Card (fee or non-fee)	<hr/>
	Individual Fee (for use in your library)	<hr/>
	Number of Individual Cards Issued in 2004	<hr/>
	Family Fee (for use in your library)	<hr/>
	Number of Family Cards Issued in 2004	<hr/>

**Children and Young Adults 23-28**

23	Children's Programs	
24	Young Adult Programs	
25	Children's Program Attendance	
26	Young Adult Program Attendance	
27	Children's Holdings	
28	Children's Materials Expenditures	



Reference Transactions 29

29 Number of Reference Transactions (Adults and Children's)

A reference transaction is an information contact which involves knowledge, use, recommendation, interpretation, or instruction in the use of one or more information resources by a member of the library staff. It INCLUDES information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, e-mail, or through live or networked electronic reference service, from an adult, a young adult, or a child. EXCLUDE directional transactions or questions of rules or policies. Examples of directional transactions are, 'Where are the children's books?' and 'I'm looking for a book with the call number 811.2G.' An example of a question of rules or policies: 'Are you open on Sundays?'

**NOTE:** If an actual reference transaction count for the year is unavailable, count the reference transactions during a typical week in October and multiply that figure by 52. A 'typical week' is a time that is neither unusually busy nor unusually slow. Avoid school vacations, holiday times, vacation periods for key staff, and days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. INCLUDE seven calendar days from Sunday through Saturday, or whenever the library is usually open.

Adults	<hr/>
Children	<hr/>
Total	<hr/>

Resources Owned 30-38

Report only items the library has acquired as part of the collection and *cataloged, whether purchased, leased, licensed, or donated as gifts.*

For each category, report the number of physical units (items) acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts. Complete every box; **DO NOT leave a box blank.** Enter “0” (zero) for none. If the exact number is unknown, enter an estimate. Items that are packaged together (e.g., two compact discs or two videocassettes), and which are generally checked out as a unit, should be counted as one physical unit. Items which are packaged together but can be used separately (e.g., a book and a tape) should be counted as separate items.

30 Books in Print

*Books are non-periodical **printed** publications bound in hard or soft covers, or in loose-leaf format. Report the number of **physical units**, including duplicates. INCLUDE government documents arranged by SuDocs classification. EXCLUDE periodicals, books-on-tape, and microforms.*

Held at End of Last Year	<hr/>
Withdrawn During Year	<hr/>
Added During Year	<hr/>
Held at End of This Year	<hr/>

31 Serial Backfiles in Print

*Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. **EXCEPT FOR THE CURRENT VOLUME**, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of **physical units**, including duplicates. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit. For smaller libraries, if volume data are not available, count the number of titles.*

Held at End of Last Year	<hr/>
Withdrawn During Year	<hr/>
Added During Year	<hr/>
Held at End of This Year	<hr/>

32	<b>TOTAL Print Materials (sum of lines 30 and 31 - Held at End of This Year)</b>	<hr/>
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33 Electronic Books

## (E-books)

*E-books are digital documents(including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). INCLUDE non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. INCLUDE e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of **physical or electronic units**, including duplicates, for all outlets. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. For smaller libraries, if volume data are not available, count the number of titles.*

Held at End of Last Year

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Withdrawn During Year

---

Added During Year

---

Held at End of This Year

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## 34 Audios

*Audios are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. INCLUDE records, audiocassettes, audio cartridges, audio discs (include audio-CD-ROMs), audio-reels, talking books, and other sound recordings. Report the number of **physical units**, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For smaller libraries, if physical unit data are not available, count the number of titles.*

Held at End of Last Year

---

Withdrawn During Year

---

Added During Year

---

Held at End of This Year

---

## 35 Videos

*Videos are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc. Report the number of physical units, including duplicates. Items packaged together as a unit (e.g., two videocassettes for one movie) and checked out as a unit are counted as one physical unit. For smaller libraries, if physical unit data are not available, count the number of titles.*

Held at End of Last Year

---

Withdrawn During Year

---

Added During Year

---

Held at End of this Year

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## 36 Databases

Report the number of databases (including **locally mounted or remote**, whether **full-text or not**) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. **NOTE:** The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. **INCLUDE** such services as EBSCOhost and OCLC FirstSearch, but **EXCLUDE** other electronic serial databases (e.g., Project MUSE, OCLC ECO Project). Report the **number of database licenses** (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch). **NOTE:** **INCLUDE** the 16 databases licensed for your library's use by the NH State Library.

Held at End of Last Year	_____
Withdrawn During Year	_____
Added During Year	_____
Held at End of This Year	_____

### 37 Current **Print** Serial Subscriptions

Report the number of **current** print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Held at End of Last Year	_____
Withdrawn During Year	_____
Added During Year	_____
Held at End of This Year	_____

### 38 Current **Electronic** Serial Subscriptions

Report the number of current electronic, electronic-and-other-format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files; (b) on CD-ROM or other portable digital carrier; (c) on databases (including locally mounted databases); and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held **locally or remote** resources that the library has **authorization to access**, including those available through statewide or consortia agreements (e.g., through NHAIS). **EXCLUDE** subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCOhost, ProQuest, OCLC FirstSearch). "**NOTE:** the **State Library does not provide access to any electronic serials**, so unless your own library subscribes electronically, the answer is 0 (zero)."

Held at End of Last Year	_____
Withdrawn During Year	_____
Added During Year	_____
Held at End of This Year	_____



Use of Resources 39-45

39

Number of Adult Materials Loaned

40

Number of Children's Materials Loaned

41

TOTAL Number of Materials Loaned (sum of lines 39 and 40)

42

Does your library participate in reciprocal borrowing?

If YES, report the number of materials loaned.

43

Number of Interlibrary Loans Lent to Other Libraries

44

Number of Interlibrary Loans Borrowed from Other Libraries

45 Loan Periods

Report the number of days that items in your general collection are loaned to regular patrons. Any portion of a day counts as a day. If a collection is non-circulating, report "0". If loan periods are different for your adult and children's collections, report children's separately in section below.

a.

New fiction

b.

New non-fiction

c.

Books

d.

Magazines

e.

Audios

f.

Videos

g.

CD-ROMs and software

h.

Other

Children's loan periods below, if different

a.

New fiction

b.

New non-fiction

c.

Books

d.

Magazines

e.

Audios

f.

Videos

g.

CD-ROMs and software

h.

Other



Operating Revenue by Source 46-51

Report only revenue received and used for operating expenditures. EXCLUDE contributions to endowments, carry-over funds from the previous year, funds spent by others "on behalf of" the library, revenue passed through to another agency, revenue budgeted but never received, and the value of any contributed or in-kind services.

ROUND TO THE NEAREST WHOLE DOLLAR; DO NOT PROVIDE CENTS (for example: \$1,135.50 = \$1,136; \$168.32 = \$168). DO NOT LEAVE ANY RESPONSES BLANK.

46	Local Government Revenue	
47	State Government Revenue	
48	Federal Government Revenue	
49	Trust/Endowment Funds (interest ONLY)	
50	Other Operating Revenue	
51	TOTAL Operating Revenue (sum of lines 46 through 50)	



Operating Expenditures by Category 52-60

(Regardless of the source of funds)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. INCLUDE expenditures paid by other taxing agencies "on behalf of" your library if the information is available to you and the expenditures are supported by documents such as invoices, contracts, payroll records, etc., at the point of disbursement. DO NOT report estimated costs as expenditures. DO NOT report the value of free items as expenditures. EXCLUDE capital expenditures here - see line 65. If your library does not have an item in its budget, enter N/A.

ROUND TO THE NEAREST WHOLE DOLLAR; DO NOT PROVIDE CENTS (for example: \$1,135.50 = \$1,136; \$168.32 = \$168). DO NOT LEAVE ANY RESPONSES BLANK.

Staff Expenditures

52Salaries & Wages Expenditures

53Employee Benefits Expenditures

54TOTAL Staff Expenditures (manually input sum of lines 52 and 53)

Collection Expenditures

Report all operating expenditures from the library budget for materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. EXCLUDE charges or fees for interlibrary loans and expenditures for document delivery.

55Print Materials Expenditures

56Electronic Materials Expenditures

57Other Materials Expenditures

58TOTAL Collection Expenditures (sum of lines 55 through 57)

59Other Operating Expenditures

60TOTAL Operating Expenditures (sum of lines 54, 58, and 59)

**Capital 61-66**

61	Local Government Capital Revenue	
62	State Government Capital Revenue	
63	Federal Government Capital Revenue	
64	Other Capital Revenue	
65	<b>Total Capital Revenue (sum of lines 61, 62, 63, and 64)</b>	
66	Capital Expenditures	

## Personnel Data 67-71

**INCLUDE** all positions funded in the library's budget, whether those positions are filled or not. Please supply as complete and accurate data as possible, since this information is used frequently for peer comparisons.

### 67 Staff Positions & Workloads

(Reports status as of December 31, 2004. Click 'Add Group' for each additional position.)

#### **Group A: Professional librarians, media specialists, etc.**

For each individual Group A employee, list the information requested, including up to three assignments (IX, X, and XI) that are most characteristic of this employee's duties, with the number of hours spent working in each of those assignments in a typical week. (Some Group A employees may have only 1 assignment while some may have 2 or 3 assignments.) List each Group A employee on a separate line. Business managers or other persons who are not librarians should be counted under Group B below. **If any position is vacant, enter only the Total Hrs/Wk (V) and the Hourly Rate (VI) for the previous librarian.**

I	Position Title	
II	Yrs in Position	
III	Educ Code	
IV	Sex	
V	Total Hrs/Wk	
VI	Hourly Rate	
VII	Annual Wage	
VIII	Minimum Rate	
IX	Maximum Rate	
X	Work Code I	
XI	Work Code II	
XII	Work Code III	

#### **Group B: Full-time / part-time technical and clerical employees**

Total hours worked in a typical week by all Group B employees	
Minimum hourly rate actually paid (convert annual salary to hourly rate)	
Maximum hourly rate actually paid (convert annual salary to hourly rate)	

#### **Group C: Full-time / part- time pages or shelveers**

Total hours worked in a typical week by all Group C employees	
Minimum hourly rate actually paid (convert annual salary to hourly rate)	

Maximum hourly rate actually paid (convert annual salary \_\_\_\_\_  
to hourly rate)

**Group D: Full-time / part-time building maintenance, security, or plant operation employees**

Total hours worked in a typical week by all Group D  
employees \_\_\_\_\_

Minimum hourly rate actually paid (convert annual salary \_\_\_\_\_  
to hourly rate)

Maximum hourly rate actually paid (convert annual salary \_\_\_\_\_  
to hourly rate)

68 How many hours per week are considered full-time in your  
library? \_\_\_\_\_

69 How many volunteers does your library have? \_\_\_\_\_

70 **TOTAL** hours volunteered in a typical week in your  
library \_\_\_\_\_

**71 Staff Benefits Data**

*List the position **titles** in your library for which employees receive paid benefits from the library or municipality. Check all  
benefits that apply to each position title. Make sure any Group A position titles here correspond to those in Group A, line  
67.*

Position Title \_\_\_\_\_

Health \_\_\_\_\_

Life \_\_\_\_\_

Dental \_\_\_\_\_

Pension \_\_\_\_\_

Disability \_\_\_\_\_

Paid Holidays \_\_\_\_\_

Sick Leave \_\_\_\_\_

Paid Vacation \_\_\_\_\_

# of Days Vacation \_\_\_\_\_

## Technology 72-85

72 How many of the following does your library have?

PCs

Number in Library

---

Number for Public Use

---

Laptops

Number in Library

---

Number for Public Use

---

Laser printers

Number in Library

---

Number for Public Use

---

Scanners

Number in Library

---

Number for Public Use

---

Photocopiers

Number in Library

---

Number for Public Use

---

73 Does your library have a local area network (LAN)?

---

74 Are your catalog records part of an online public access catalog (OPAC)?

---

75 Does your library have an Integrated Library System? (e.g., Follett, Winnebago, etc. EXCLUDE your library's membership in NHAIS.)

---

If YES, what is the name of the system?

---

76 Can patrons access your Integrated Library System (line 75) from the Internet?

---

If YES, please provide the complete URL:

---

77 Internet Telecommunications Expenditures

---

78 Automated Network System Affiliation (choose one)

---

79 Does your library have access to the Internet?

---

80 Number of Internet Terminals Used by the General Public

---

81 How does your library connect to the Internet? (Check all means that your library uses to connect to the Internet for either children or adults.)

Computer Modem

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	Highest data speed	<hr/>
	Frame Relay	<hr/>
	Highest data speed	<hr/>
	Asynchronous Transfer Mode (ATM)	<hr/>
	Highest data speed	<hr/>
	Digital Subscriber Line (xDSL)	<hr/>
	Highest data speed	<hr/>
	Integrated Services Digital Network (ISDN)	<hr/>
	Highest data speed	<hr/>
	Cable (broadband)	<hr/>
	Highest data speed	<hr/>
	Wireless	<hr/>
	Highest data speed	<hr/>
	Dedicated line	<hr/>
	Highest data speed	<hr/>
	Other	<hr/>
	If 'Other' checked, please specify type and speed.	<hr/>
82	Does your library provide instruction (workshops or classes) to patrons on the use of the Internet?	<hr/>
83	Has your library board adopted an Internet Access Policy?	<hr/>
84	Does your library use an Internet filter?	<hr/>
	If <b>YES</b> , what is the name of the filter?	<hr/>
	What computer(s) is it on?	<hr/>
85	Number of Users of Electronic Resources Per Year	<hr/>

## Additional Information 86-98

86	Is your library ADA (Americans with Disabilities Act) accessible?	
87	Space (Square Footage) of the <b>Main Library</b> Building	
88	Space (Square Footage) of the <b>Branch Library</b> building(s), if applicable	
89	Adult Programs	
90	<b>Total Number of Library Programs (sum of lines 23, 24, and 89)</b>	
91	Adult Program Attendance	
92	<b>Total Program Attendance (sum of lines 25, 26, and 91)</b>	
93	Meeting Room Use for <b>Library</b> Functions	
94	Meeting Room Use for <b>Non-library</b> Functions	
95	Was your library involved in a warrant article during the reporting year?	

If **YES**, check all that apply. If you changed the number of elected trustees, please report the new number. If you provided for alternate trustees, please report the number.

### Capital Reserve Fund

Date of Warrant Article

Passed or Failed

Effective Date

### Budget Article

Date of Warrant Article

Passed or Failed

Effective Date

### Public Library Establishment

Date of Warrant Article

Passed or Failed

Effective Date

### Public Library Discontinuance

Date of Warrant Article

Passed or Failed	<hr/>
Effective Date	<hr/>
Number of Elected Trustees, if Changed	<hr/>
Number of Alternate Trustees Provided for, if any	<hr/>
<u>Property Acquisition</u>	<hr/>
Date of Warrant Article	<hr/>
Passed or Failed	<hr/>
Effective Date	<hr/>
<u>Bond Issue</u>	<hr/>
Date of Warrant Article	<hr/>
Passed or Failed	<hr/>
Effective Date	<hr/>
Specific purpose of bond	<hr/>
Other (Specify)	<hr/>
96 <b>TOTAL</b> amount of major contributions (gifts, donations, bequests, etc.)	<hr/>
97    During the reporting year, did the library acquire real property [i.e., land or building(s)]?	<hr/>
a If <b>YES</b> , how was the property acquired? (Check all that apply)	
Purchase	<hr/>
Bequest	<hr/>
Gift	<hr/>
Other	<hr/>
If Other, please specify	<hr/>
b.    Who signed the deed?	<hr/>
c.    General description of property acquired:	<hr/>
98 Empowering Legislation	
a    Has your town meeting adopted and not rescinded the provisions of RSA 202-A:4-c permitting the Board of Trustees to accept unanticipated funds?	<hr/>
At what town meeting (month/year)?	<hr/>



- b Has your town meeting adopted and not rescinded the provisions of RSA 202-A:4-d permitting the Board of Trustees to accept gifts of personal property? \_\_\_\_\_
- At what town meeting (month/year)? \_\_\_\_\_
- If **YES**, did they adopt the provision that a public hearing must be held for gifts valued over \$5,000? \_\_\_\_\_
- c Has your town meeting or city adopted and not rescinded the provisions of RSA 202-A:11 permitting the library to retain money received from its income-generating equipment? \_\_\_\_\_
- At what town meeting (month/year)? \_\_\_\_\_
- For cities, on what ballot date (month/year)? \_\_\_\_\_